

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: February 25, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Data Contractor
Electrical Contractor	Concrete Contractor	Site Contractor
Plumbing Contractor	Sprinkler Contractor	

Purpose: Construction Progress Meeting #20

Overall Stage of Construction for the week: Electrical, new stud wall construction, sprinkler installation and interior stair framing, finish ceiling install, HVAC attic work.

TOPICS OF DISCUSSION:

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting. Reminders were sent out (2/11).
2. **On site environment issues;** VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays. (Item to be reviewed weekly). No issues from previous meeting. Reminders were sent out (2/11).
3. **LEED Management;** Waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
4. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17). Starting next week (12/24). Dry wells starting Thursday-1/2/14, weather dependent (12/31). Starting tomorrow (1/7). Installation in progress, yard drains are in now (1/21). Continuing on yard drains next week, weather dependent (1/28). On hold due to cost (2/4) (2/11). On hold pending SHPO's approval & weather (2/18) (2/25).
5. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24). Started (12/31). Started working down from the attic, snapping lines on ceiling (1/7). Upper level is roughed in, lower level material to be delivered next week (1/21). Lower rough-ins starting tomorrow (1/28). Ongoing (2/4). On hold until heat is moved (2/11). Working on attic & second floor drops (2/18). 60% of the upper level is complete (2/25).

6. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24). Due to another flood in the lower level, Aresco is meeting this afternoon with the site contractor to receive pricing for a French Drain on the west elevation. Flooring of the lower level in the Dining area cannot be completed until the issue is resolved. Discussions and pricing will be brought up at the next committee meeting (12/31). Aresco has given the RCO to SPA for their review of a curtain wall drainage solution, SPA to review (1/7). Aresco is to provide a narrative. Site visit is requested (1/21). Site contractor is working on pricing for committee meeting (1/28) (2/4). Item pending upon approval (2/11) (2/18). Starting Monday new tie in will be complete as per the engineer's drawings which will resolve last week's flood in the lower level (2/25).
7. **Steel** – Starting steel work for beams this week. Work is continuing (1/7). Steel is arriving on tomorrow (1/21). Starting today (1/28). Installation in progress (2/4). Front column in progress, should be completed end of next week (2/11). Complete, Aresco is to send additional RCO for steel work, currently working on breakdown, waiting for breakdown from subcontractors (2/18). Aresco to send cost (2/25).
8. **Asbestos piping found**, Bob Dobmeier is to notify Abatement Company (1/21). Aresco is working on pricing (1/28). Subcontractor is working on pricing (2/4) (2/11) (2/18). Still under investigation (2/25).
9. **Old septic tank found** on site (1/21). Aresco is working on pricing (1/28) (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11). Waiting on SHPO's approval (2/18) (2/25).
10. **Old sewer line found** with too many turns (1/21). Aresco, SPA & Bob Dobmeier to meet with civil engineer on site (1/28). Aresco is working on pricing (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11). Waiting on SHPO's approval (2/18) (2/25).
11. **Wood stair framing** starting early next week (1/28). Started, layout complete (2/4). Ongoing (2/11) (2/18) (2/25).
12. **HVAC contractor to supply ABS control's** general information to SPA prior to formal submittal (2/4). SPA has received general information & is reviewing (2/11) (2/18). SPA has sent approved email for Aresco to submit formal paperwork (2/25).
13. **Meeting for exterior work** (roofing, masonry, overhangs & painting) meeting to be held today for the coordination for March's work (weather permitting) to be held today (2/11). Meeting was held with subcontractors, Aresco & SPA, SPA to contact SHPO for meeting with Contractor, SHPO & SPA to meet at site (2/18). SPA to call all parties (2/25).
14. **Shed demolition** is in progress (2/25).
15. **Attachments** – None.
16. **All individuals were asked if any outstanding concerns were left on the table at the end of the meeting.** All were in agreement that all concerns were addressed at this meeting.
17. **Next site meeting** will be held on March 3rd at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – Finishing up stairwell walls, bathrooms area will be a major chunk, decking starting today for the pouring of the concrete, pouring slabs next week (2/25).

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24) (12/31) (1/7). On hold (1/21). 80% complete for duct (1/28). Working in attic area, units are to be here this week (2/4). Units are on site & being installed today (2/11). All units are in attic, 80% connected by next Friday (2/18). Closed (2/25).
2. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24) (12/31). On-going, by the end of January will resolve issues (mainly an

exterior wall issue) (1/7). Open (1/21). Ceiling issues worked out, wall discussion soon (1/28). Ongoing, lighting issues resolved (2/4) (2/11). No issues (2/18). Closed (2/25).

PHOTOS:





Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file